

Multistate Tax Commission Strategic Planning Committee Charter

I. Committee Purpose

The primary purpose of the Strategic Planning Committee is to oversee Multistate Tax Commission (MTC) strategic planning and implementation processes. The committee will provide insight on short-term and long-term strategies to achieve the mission and vision of the MTC. Members of the committee ensure that the MTC's strategic objectives are being addressed and that projects chartered by the committee are completed. These responsibilities are carried out through the following:

- Develop the mission, vision, values, and goals for the MTC.
- Conduct periodic environmental scans to assess internal and external opportunities and challenges that affect the MTC's ability to perform its mission and achieve its long-term vision and goals.
- Encourage the development of and charter strategic planning and implementation projects that will help the MTC achieve its vision and goals.
- Monitor progress of projects that are underway.
- Accept, review and approve project deliverables.
- Monitor performance and ongoing effectiveness of completed project deliverables.
- Provide leadership within the MTC to advocate for the use and institutionalization of strategic planning practices.

II. Committee Membership

The Strategic Planning Committee consists, at minimum, of the officers of the MTC and its executive director.

The committee may also include past MTC officers and representatives of compact and sovereignty member states, with input from and approval by the Executive Committee. The chairs and vice chairs of other standing MTC committees are advisory members of the committee, providing input on, and suggestions for, strategic planning and implementation projects and updates on pending projects and other committee activities.

The chair of the committee will be selected from the committee's members (except the executive director) and be a tax administrator who is committed to strategic planning as a business practice. The executive director will serve as the vice chair of the committee.

Each year, in conjunction with the annual meeting of the MTC, the committee will affirm its membership and designate a chair.

III. Committee Member Role

The Strategic Planning Committee guides the strategic planning process for the MTC and oversees implementation of planning practices in the MTC's regular operations. Committee members are not directly responsible for managing project activities, but provide support and guidance for those who do. Committee members should:

- Be genuinely interested in strategic planning and be an advocate for broad support of the vision and goals of the MTC.
- Understand the strategic implications of the political, financial, and administrative environmental factors that affect the MTC's performance of its mission.
- Appreciate the significance of the MTC's strategic goals to the states, taxpayers, and the public, and consider their interests in planning the business of the MTC.

In practice, this means that committee members:

- Review the status of projects underway.
- Establish priorities for projects in consideration of personnel and financial resource constraints.
- Provide guidance and feedback to project teams.
- Monitor the effectiveness of completed projects and recommend adjustments when necessary.
- Report on project progress to the Executive Committee.
- Communicate with the states, taxpayers, and the public about the MTC's strategic planning efforts.

IV. Committee Meetings

The Strategic Planning Committee will meet in conjunction with meetings of the Executive Committee. The committee may also meet at the call of the chair. Committee meetings are subject to the MTC Public Participation Policy. Committee meetings may be held in person or telephonically. A majority of the non-advisory membership constitutes a quorum.

Charter approved by the MTC Executive Committee on December 12, 2013; revised November 17, 2017; further revised November 8, 2018.